

Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Meeting
Wednesday, October 1, 2014, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, October 1, 2014 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Michael O'Rourke, Kathleen Rapoza, and Christina Francois, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Mendez.

Agency Clerk Mendez performed the roll call and Chair DuBois led the pledge of allegiance.

Executive Director Sugerman requested that the Board accept the addition of Resolution No. 35-10-14 Authorizing the Executive Director to Renew for Fiscal Year 2015 the Florida League of Cities/Florida Municipal Insurance Property and Casualty Insurance Coverage for the Community Redevelopment Agency.

Motion: Board Member O'Rourke moved to accept Resolution No. 35-10-14 to the agenda under New Business; Board Member Francois seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

Special Presentation/Report:

None

Public Comment:

None

Consent Agenda:

1. Approval of CRA Board Meeting Minutes of July 2, 2014

Motion: Board Member O'Rourke to approve the Consent Agenda; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

NEW BUSINESS:

2. Resolution No. 35-10-14 Authorizing the Executive Director to Renew for Fiscal Year 2015 the Florida League of Cities/Florida Municipal Insurance Property and Casualty Insurance Coverage for the Community Redevelopment Agency.

Executive Director Sugerman explained the item (see Exhibit "A").

Board Member O'Rourke requested that the Resolution be placed on the CRA and main Town website.

Motion: Board Member O'Rourke to approve Resolution No. 35-10-14; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

3. Holiday Decoration Design for 2014

Executive Director Sugerman explained the item (see Exhibit "B"). Board Member O'Rourke asked if 10th Street would be illuminated like Park Avenue. Public Works Director Dave Hunt explained that we do not have access to power on 10th Street, therefore it will not be illuminated like Park Avenue. Board Member Francois asked if a cost analysis has been done for the lighting on 10th Street. Public Works Director Hunt explained that an investigation into the cost of lighting 10th Street has not been done. Board Member Francois asked if solar energy lights has been considered. Public Works Director Hunt stated that solar energy lights would be a great idea and a possibility.

Motion: Board Member O'Rourke to approve the holiday decoration design for 2014; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

4. Four Month Extension of CRA Landscape Maintenance Contract with Chris Wayne & Associates, Inc.

Executive Director Sugerman explained the item (see Exhibit "C").

Motion: Board Member O'Rourke to approve the extension of CRA landscape maintenance contract with Chris Wayne & Associates; Board Member Flaherty made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

EXECUTIVE DIRECTOR REPORT:

Executive Director Sugerman stated that during the fiscal year of 2013/2014 there were 43 new businesses in the CRA, which created 124 new jobs. He explained that a meeting with the new owner of 801 Park Avenue took place today and they are working on getting a new architect so that they can bring the project to completion. Staff continues to meet with the owners to try and help them complete a successful project. The Board discussed the project and how it could move forward.

BOARD MEMBERS COMMENTS:

Board Member Francois had no comments.

Board Member Rapoza had no comments.

Board Member Flaherty had no comments.

Board Member O'Rourke asked if murals on the alleyway section of the buildings from 7th to 8th Street were allowed. Vice-Chair Glas-Castro asked if the Town had a process of approving murals on buildings. Executive Director Sugerman explained that the Town

Code is silent on the topic. He stated that staff would do some research and report back to the Town Commission instead of waiting until the next CRA Board meeting in January, 2015.

Vice-Chair Glas-Castro asked when the Town Holiday tree lighting would be held. Executive Director Sugerman stated that the event would be held on Friday, December 5, 2014 from 6:00 p.m. until 9:00 p.m. on the Town green, with special appearances by Santa, Ms. Claus, and elf's.

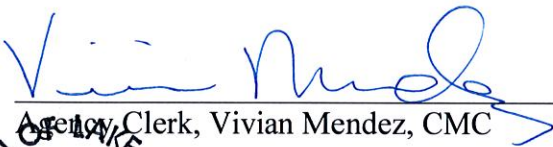
Chair DuBois explained that he attended the Northern Palm Beach County Intergovernmental Committee meeting in Juno Beach, where they discussed the Metropolitan Planning Organization (MPO) railroad station list. He stated that the Town of Lake Park is on their second tier list. He asked that the Town continue to pursue its opportunity of having a railroad station built on Park Avenue.

ADJOURNMENT

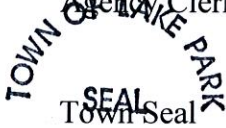
There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Rapoza and seconded by Board Member Flaherty, and by unanimous vote, the meeting adjourned at 7:13 p.m.



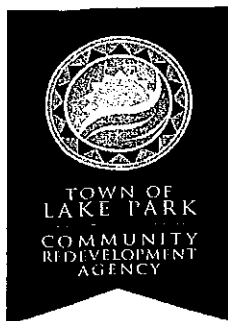
Chair, James DuBois



Agency Clerk, Vivian Mendez, CMC



FLORIDA
Approved on this 7 of January, 2015



AGENDA

Community Redevelopment Agency Meeting
Wednesday, October 1, 2014, 6:30 pm
Lake Park, Town Hall
535 Park Avenue

James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Michael O'Rourke	—	Board Member
Kathleen Rapoza	—	Board Member

Vacant

Dale S. Sugerman, Ph.D.	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, CMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. CALL TO ORDER/ ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATION/REPORT
None

D. PUBLIC COMMENT

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

F. NEW BUSINESS:

2. Holiday Decoration Design for 2014

Tab 2

3. Four Month Extension of CRA Landscape Maintenance Contract with Chris Wayne & Associations, Inc.

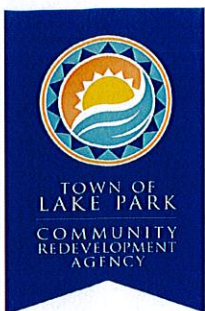
Tab 3

G. EXECUTIVE DIRECTOR REPORT:

H. BOARD MEMBER COMMENTS

I. ADJOURNMENT

The next scheduled CRA Board Meeting will be conducted on January 7, 2015



CRA
Agenda Request Form *Exhibit "A"*

Meeting Date: October 1, 2014

Agenda Item No.

Agenda Title: Resolution Authorizing the Executive Director to Renew for Fiscal Year 2015 the Florida League of Cities/Florida Municipal Insurance Property and Casualty Insurance Coverage for the Community Redevelopment Agency

- | | |
|---|---|
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Discussion/Possible Action |
| <input type="checkbox"/> Presentation | <input checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Other | |

Approved by Executive Director: *[Signature]* **Date:** 10/1/14

[Signature]
Name/Title: HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$10,023.00 Funding Source: Acct. # 110-55-552-520-45000 <input checked="" type="checkbox"/> Finance <i>BKR</i>	Attachments: Copy of Gehring Group Community Redevelopment Agency Florida Municipal Insurance Trust Package Renewal 2014/2015 Program Evaluation
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Summary Explanation/Background:

Fiscal Year 2014 is the fourth full year for which the Community Redevelopment Agency (CRA) has had in place property and casualty liability insurance coverage consisting of Property, Inland Marine, Crime Money and Securities, General Liability, and Public Officials Errors and Omissions/Employment Practices Liability insurance. The carrier for such insurance is the Florida League of Cities/Florida Municipal Insurance Trust (FMIT), and such coverage is due for renewal as of October 1, 2014. Gehring Group has obtained a renewal quote from FMIT for Fiscal Year 2015 for such property and casualty insurance in the amount of \$9,546.00, which when combined with the Gehring Group fee of \$477.00 totals \$10,023.00.

The above amount minus the return of premium credit of \$604.00, should the CRA elect to renew coverage with FMIT for Fiscal Year 2015, results in an actual total net premium of \$9,419.00, and represents an overall 4.1 percent, or \$371.00, increase over the expiring coverage. Because the return of premium credit occurs later in Fiscal Year 2015, the purpose of this agenda item is to obtain approval of the amount of \$10,023.00 for the renewal of property and casualty insurance coverage for the CRA for Fiscal Year 2015.

Attached as **Exhibit A** is a copy of the Gehring Group Community Redevelopment Agency Florida Municipal Insurance Trust Package Renewal 2014/2015 Program Evaluation.

Recommended Motion: I move to approve Resolution 35-10-14.

RESOLUTION NO. 35-1014

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW FOR FISCAL YEAR 2015 THE PROPERTY AND CASUALTY INSURANCE COVERAGE THROUGH THE FLORIDA LEAGUE OF CITIES/FLORIDA MUNICIPAL INSURANCE TRUST; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town Commission of the Town of Lake Park has previously created a Community Redevelopment Agency (CRA) pursuant to Section 163.356, Florida Statutes; and

WHEREAS, the Lake Park CRA has all of the statutory powers conferred upon it by Section 163.370, Florida Statutes; and

WHEREAS, the Lake Park CRA has determined that it is in the best interest of the CRA to provide for property and casualty insurance coverage for the CRA for Fiscal Year 2015 consisting of Property, Inland Marine, Crime Money and Securities, General Liability, and Public Officials Errors and Omissions/Employment Practices Liability insurance; and

WHEREAS, the Lake Park CRA has reviewed the Community Redevelopment Agency Florida Municipal Insurance Trust Package Renewal 2014/2015 Program Evaluation presented by Gehring Group, a copy of which is attached hereto and incorporated herein as Exhibit "A", for the provision of property and casualty insurance coverage through the Florida League of Cities/Florida Municipal Insurance Trust; and

WHEREAS, the Lake Park CRA has directed that adequate funds be allocated for such coverage in Fiscal Year 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:

Section 1. The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The Lake Park CRA hereby authorizes and directs the Executive Director to renew for Fiscal Year 2015 the property and casualty insurance coverage through the Florida League of Cities/Florida Municipal Insurance Trust for the Lake Park CRA as outlined in the attached Exhibit A.

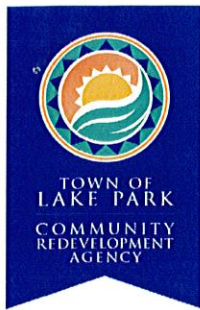
Section 3. This Resolution shall become effective immediately upon adoption.

**Town of Lake Park - Community Redevelopment Agency
Florida Municipal Insurance Trust Package Renewal
2014/2015 Program Evaluation**



Coverage Type	Current Year 2013/2014				Proposed Year 2014/2015			
	Deductible	Liability Limits	Premium		Deductible	Liability Limits	Premium	Change
Property , Inland Marine	\$ 2,500	\$ 303,000	\$ 3,080		\$ 2,500	\$ 298,000	\$ 3,103	0.7%
Crime Money & Securities Inside / Outside	\$ 1,000	\$25,000/\$10,000	Included		\$ -	\$ -	\$ -	
General Liability	\$ -	\$ 2,000,000	\$ 5,200		\$ -	\$ 2,000,000	\$ 5,200	0.0%
Public Officials Errors and Omissions/ Employment Practices Liability	\$ -	\$ 2,000,000	\$ 1,081		\$ -	\$ 2,000,000	\$ 1,243	15.0%
Total Annual Premium:			\$ 9,361				\$ 9,546	
Gehring Group Service Fee - 5%			\$ 468				\$ 477	
Return of Premium Credit			\$ (781)				\$ (604)	
Total Net Premium:			\$ 9,048				\$ 9,419	
\$ Increase or Decrease:			N/A				\$ 371	
% Increase or Decrease:			N/A				4.1%	

Return of Premium Credit : The CRA can expect a minimum ROP Credit in the amount of \$604, should they elect to renew with the FMIT.
Crime is not being extended as there were no employees reported on the payroll estimates.



CRA
Agenda Request Form

Exhibit "B"

Meeting Date: October 1, 2014

Agenda Item No. 2


Agenda Title: Holiday Decoration Design for 2014

- | | |
|--|---|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORT | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> OLD BUSINESS | <input type="checkbox"/> NEW BUSINESS: Resolution |
| <input checked="" type="checkbox"/> DISCUSSION FOR FUTURE ACTION | <input type="checkbox"/> OTHER |

Approved by Executive Director: _____

Date: 9/15/14


David Hunt / Public Works Director

Originating Department: Public Works	Estimated Costs: \$ 6,000.00 \$ 2,000.00 Funding Source: General Fund CRA Budget Acct. # 408-34000 # 520-44100 [X] Finance 	Attachments: None
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Summary Explanation/Background:

The holiday decoration design layout for 2014 requires modification from previous years, specifically with regard to 10th street. Previously, lit decorations, along with Town owned electrical equipment, hung from Florida Power and Light (FP&L) poles. Last year, replacement poles were placed alongside the poles that held the decorations with the intention of removing the old poles once the phone and cable television companies relocated their equipment. The Town owned electrical equipment requires service but it is inadvisable to spend money on items that may be removed at any time. For liability reasons, FP&L will no longer allow decorations or banners to be placed on the new poles.

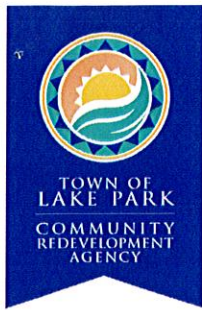
In order to accommodate this change in field conditions, Public Works has prepared a plan that places holiday decorations in the 10th street medians between Northlake Boulevard and Greenbriar Court. The plan features two, large, fully lit wreaths (48 inches in diameter), one located at the northern-most median of 10th street facing north, and the other on the

southern-most median facing south. In the medians that do not have a source of electricity, Public Works proposes to purchase and place non-lit decorations which include holiday banners hung from our banner poles at two locations on 10th street, as well as highly visible, large, colorful bows hung from trees in the medians and the banner poles.

The second half of the plan includes 21 L.E.D. (light emitting diode) pole decorations along Park Avenue nearly identical to the previous year. Also, the Town Green shall be decorated in a manner similar to previous years with a holiday tree and assorted ground displays.

Recommended Motion:

I move that staff proceed with implementing the holiday decoration plan as discussed.



CRA
Agenda Request Form

Exhibit "C"

Meeting Date: October 1, 2014

Agenda Item No. 3

Agenda Title: Four Month Extension of CRA Landscape Maintenance Contract with Chris Wayne & Associates, Inc.

[] SPECIAL PRESENTATION/REPORT [] CONSENT AGENDA
[] OLD BUSINESS [X] **NEW BUSINESS:**
[] DISCUSSION FOR FUTURE ACTION [] OTHER

Approved by Executive Director: [Signature] Date: 9/23/14

Richard Pittman/Project Manager
Name/Title

Originating Department: Public Works	Costs: \$ 25,320.00 Funding Source: CRA Acct. # 520-34000 [X] Finance <u>[Signature]</u>	Attachments: Letter Agreement
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Summary Explanation/Background:

The CRA Board is being asked to approve a four month extension of the CRA Landscape Maintenance Agreement with Chris Wayne & Associates, Incorporated.

The landscaping on Park Avenue, the 10th Street medians and numerous alleyways within the CRA District has been maintained by Chris Wayne & Associates, Inc. for numerous years. On July 3, 2013 the CRA Board approved a one year extension of the contract to terminate September 30, 2014. This being the last year of the contract, these services need to be competitively bid thru an advertised Request for Proposal. The CRA Board will be asked to approve a new contract based on the outcome of this bid process at the January 7, 2015 meeting.

The Public Works Department has not been able to complete the bid documents required to advertise the landscape maintenance services. This requires the extension of the current contract for four months allowing the bid document to be completed, advertised, bids evaluated and a recommendation prepared for Board approval. The goal is to have a new contract in place commencing February 1, 2015.

Recommended Motion: I recommend that the Board approve a four month extension of the Annual CRA Landscape Maintenance contract with Chris Wayne & Associates, Incorporated.



Public Works
Department

650 Old Dixie Highway
Lake Park, FL 33403
Phone: (561) 881-3345
Fax: (561) 881-3349

www.lakeparkflorida.gov

Mr. Chris Dellago, RLA
Chris Wayne & Associates, Inc.
15863 97th Drive North
Jupiter, Fl. 33478

September 15, 2014

Chris
Dear Mr. Dellago:

RE: Letter of Agreement
Contract Extension for CRA Landscape Maintenance
Contract Extension of Lake Park Harbor Marina Landscape Maintenance

Chris Wayne and Associates, Inc. currently performs landscape maintenance within the Lake Park CRA under a contract approved by the Lake Park CRA on July 3, 2013. The compensation for this service is \$6,330.00 /month. The contract expires September 30, 2014.

Chris Wayne and Associates, Inc. currently performs landscape maintenance at the property of the Lake Park Harbor Marina under a contract approved by the Lake Park Town Commission on September 10, 2013. The compensation for this service is \$2907.42/month. The contract expires September 30, 2014.

The Lake Park CRA and the Town of Lake Park have a need to extend the aforementioned contracts for four months (thru January 31, 2015) at which time it is anticipated that new landscape maintenance contracts will commence. The monthly costs and payments for these services thru January 31, 2015 will remain as currently exists. It is the intent for the CRA and the Town to publicly solicit bids and award contracts for these services.

Please indicate your acceptance of a four month contract extension of both contracts and compensation by signing below and returning to the Town of Lake Park Public Works Department.

Thank you.

J. David Hunt
Sincerely,
J. David Hunt
Director of Public Works

Accepted by: *Chris Dellago*
Chris Dellago, President CWA

Date: *9/19/2014*